



# Town of Miami Lakes

15150 NW 79th CT  
Miami Lakes, Florida 33014  
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[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)

**BUILDING**  
DEPARTMENT

## Procedure for Obtaining Certificate of Use

1. Obtain application for:
  - CERTIFICATE OF USE
  - DECLARATION OF USE FOR *HOME OFFICES*
2. Fill out CERTIFICATE OF USE application (primarily business address and name)
3. Fax the Fire Inspection application to the number listed below (also listed on application). Then take the CERTIFICATE OF USE to the DERM DEPARTMENT at any of the following addresses.
  - DERM DEPARTMENT
    - 11805 SW 26<sup>TH</sup> STREET  
(786) 315-2800  
(Kendall Office)
    - 701 NW 1<sup>st</sup> Court  
(Overtown Transit Village North)  
(305) 372-6789  
(Downtown Office)
    - 501 Palm Avenue  
(305) 883-5820  
Hialeah Office
  - FIRE INSPECTION
    - (786) 331-4800  
(786) 331-4801 (FAX)
4. Once DERM has stamped the CERTIFICATE OF USE application and FIRE has inspected and approved the property, bring both the original application and the yellow inspection form back to the Town of Miami Lakes for final processing.
5. After the CERTIFICATE OF USE has been issued, you may apply for a Business tax receipt.
6. Fees: The fees for obtaining a Certificate of Use for a business are as follows: \$0.034 per square foot of occupied area (minimum \$108.30 and maximum \$718.20). If your business requires inspection, there is an additional fee of \$36.48. The fees for Home Office Certificate of Use are \$28.50 plus \$36.48 for the inspection.

\*Note: Home Offices do *not* require Fire and DERM approval. But *do* require Declaration of Use and annual renewal.

Application for Certificate of Use

Date: \_\_\_\_\_

Process # : \_\_\_\_\_

Folio: 32- \_\_\_\_\_

S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

**Business Information**

Location Address: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Business/DBA: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Corporate Officer/Owner: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Size of Space (Sq. Feet) \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Are you sharing spaces with another business? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will used merchandise be sold on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe the type of business \_\_\_\_\_

☐ Office    ☐ Home Office    ☐ Apt #    ☐ Retail    ☐ Warehouse    ☐ Other \_\_\_\_\_

Signature of application verifies the above information is true and correct. I understand the conditions under which my Certificate of Use is being approved and accepted that no charges or refunds can be made once issued. I am authorized to sign for the business and understand that any misrepresentation of information on this application may result in the revocation of the Certificate of Use. And or possible enforcement action being initiated against the business and or its authorized representatives. I further understand that a separate Certificate of Occupancy is also required and is obtainable from the Building Department.

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature

***Departmental Use Only***

Zoning: \_\_\_\_\_ Processor: \_\_\_\_\_

Conditions under which approved: \_\_\_\_\_

Resolutions: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Approved By: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Inspection Required:    ☐ Yes    ☐ No    Inspected By: \_\_\_\_\_

Directions to DERM (Downtown Miami)  
701 NW 1<sup>st</sup> Court  
(Overtown Transit Village North)  
(305) 372-6789

From the North

Take I-95 to the Orange Bowl (NW 8 St) exit. Make a left at the light on NW 8 St. Go under the overpass and continue on NW 8 Street until NW 1st Court. The DERM office is located in the Overtown Transit Village, which is a white building with yellow concrete lines. There are several parking lots next to the building. The lobby is on the west side of the building.

From the South

Take I-95 North to exit 2B (NW 2 St). At the bottom of the ramp exit, continue to go straight until NW 8 Street. Make a right on NW 8 Street. Go straight two blocks until NW 1st Court. The DERM office is located in the Overtown Transit Village, which is a white building with yellow concrete lines. There are several parking lots next to the building. The lobby is on the west side of the building.

Directions to Miami-Dade County Building Department  
11805 SW 26<sup>th</sup> Street  
(786) 315-2000

DERM West Dade, 1st floor (Behind information desk)  
Clerk of Courts, 2nd Floor, to Record Instruments

From North Dade

SR 826 South on Palmetto Expressway  
West on SR 826 to Florida Turnpike SR 821. South on SR 821 to SW 8 Street Exit. West on SW 8 Street to SW 122 Ave. Left on SW 122 Ave. South on SW 122 Ave. to SW 26 Street (Coral Way) or continue South on SW 24 Street Exit and go westbound on SW 24 Street to SW 122 Ave.